State of Connecticut

PUBLIC DOCUMENT—SPECIAL

REPORT

TO

HIS EXCELLENCY
GOVERNOR MARCUS H. HOLCOMB

BY HIS

SPECIAL ASSISTANTS

IN THE

MILITARY CENSUS

HARTFORD
PUBLISHED BY THE STATE
1917

Publication
Approved by
The Board of Control

THE CASE, LOCKWOOD & BRAINARD CO.
HARTFORD, CONN

To the Honorable Marcus H. Holcomb, Governor of Connecticut.

Your Excellency: —

Your assistants to whom was committed the making of a military census for Connecticut beg leave to report as follows:

On February 6, 1917, you delivered in person to the General Assembly your message recommending the taking of a census of the resources of the state in men and materials, and on the same day a bill was passed under which the work has just been completed. Before the bill had been signed you selected your eleven assistants whose only authority has been your verbal order then given,— "You know what I want done, go do it."

A military census bureau was organized that night, and on February 7 there was issued to the towns of the state the call for the census which contained a plan and preliminary instructions. The 168 towns and cities of Connecticut were selected as the census units and the mayors of cities and first selectmen of the towns as your local representatives. Each unit bore the expense of the local canvass; the expense of receiving, filing and tabulating the returns was met by the state. This general scheme has proved most successful and in every case the census has been safely managed by the official head of the unit. The work of management and the actual canvass has been performed without pay, the only labor cost being the necessary clerical work. Nearly 10,000 commissions have been issued from state headquarters to volunteer canvassers over the state.

On February 9 a meeting of the mayors of the 19 cities was held in the hall of the House and a model local scheme was explained to them by the mayor of Hartford and his chief assistant. On the same night the blank was prepared for the census of men and was in the hands of the printer by morning.

On Saturday, February 10, an office was rented and furnished and an office force organized. The first census blanks

were issued on Monday, February 12, and on February 22 the organization throughout the state was complete and the actual work of canvassing in full swing. The work at headquarters is fully explained by the reports of the department heads which, with a series of forms used, will be found as a part of the appendix to this report. A staff of speakers rendered valuable service in explaining the system throughout the state. At one time headquarters employed 200 women clerks in addition to 50 volunteers. The Equal Franchise League has supplied an attendant at the information desk each day between 9 A. M. and 5 P. M. Members of the medical profession each night have examined the blanks and passed on questions of physical disability. The census bureau has had at every step advice upon questions of organization and policy and full co-operation in the work from the insurance companies of Hartford.

At the outset a careful estimate of the number of males of sixteen years and over in each of the 168 towns made a total of 388,815. The total blanks received up to March 15 passed this number and the whole total comes to 502,480 blanks. In addition to this number there is at headquarters a list of 462 names of men who refused to reply to the questions. This refusal list will be handed to Your Excellency separately from this report.

The industrial census consists of a tabulation of the principal industries of the state, and a list of the physicians (men and women) and graduate nurses has also been prepared. The census bureau omitted on your instruction any enumeration of railroad transportation, stocks of food supply or military equipment and horses for the reason that such subjects are of national scope and will be considered by the federal government. The census bureau has turned over all of the information which it had gathered relative to a census of motor transportation to the Secretary of State who is compiling from his records a census of motor transportation under Your Excellency's direction.

Your assistants have kept before them steadily the necessity for speed and every branch of the work has been driven forward

to its conclusion with the least possible waste of time. Nevertheless, they believe the work free from serious errors in the essential particulars. The files have been arranged in a manner which is believed to be most useful. The original man power blanks have been filed numerically in 25 filing cases, such cases holding 4 drawers of 5,000 blanks each and each drawer being arranged in folders of one hundred units. A complete card index is supplied arranged by towns and filed alphabetically. For the purpose of tabulation and manipulation in large quantities a special Hollerith card is supplied which contains all the information on the original census blank. These Hollerith cards are contained in 18 filing cases and are segregated in certain fundamental groups. All the information contained in the census may be obtained from combinations of these three files. The industrial census is contained in filing cases accompanied by an index with cross references. Your Excellency will of course understand that while the census, like a reference library, may be complete in every particular, the use of the census will call for an additional effort commensurate with the extent of information required. In addition there will be letter files, lists of agents, scrap books, local histories and other data regarding the census which may be of historical value. Your assistants believe that the making of the census as required by law, including the arrangement of the same for use, is now finished and that no necessity remains for continuing the voluntary force which has to this point superintended the gathering and tabulation of the information. They therefore recommend that the records be moved at once to the State Library and placed in charge of the librarian and that a sufficient force of employees be retained from the present force to gather information as Your Excellency may require.

A system of accounting was prepared for the bureau by a certified public accountant and the expenditures of money by your assistants have been in accordance with that system. An account of the moneys received and expended forms a part of the appendix to this report together with the certificate of the auditor.

The preliminary arrangement of the census has been made, in accordance with Your Excellency's instructions, on a carefully prepared plan. While this plan is familiar to Your Excellency it is not familiar to the people of the state generally. Connecticut so far has been among the leaders in preparation for war. She has laid the foundation for an organization in advance of any yet evolved among the states — an organization based on the bitter experience of others which can be a vital aid to the country and a protection to her own citizens. Modern warfare is waged not by a ruling class nor by professional soldiers, but by whole peoples, and the organization for modern warfare involves the utilization of the resources of the whole country in men and materials. To accomplish this, men essential to industries vital to the life of the nation must not be rushed into field service leaving confusion behind. A modern army without a great organization of munition works is not an army. All the resources of the nation are required but they must be drawn with discrimination. Universal service is necessary, but the great bulk of the service that will be required will be civil and not military and the non-military service is of equal importance. If we shall profit from the failures of the past we must immediately cast aside the old indiscriminate system of volunteering and drafting as unfair and unwise and as failing utterly as a method of abstracting the resources of the state in men. The indiscriminate call for volunteers brings forth the patriotic, with or without dependents, regardless of age and actual availability, resulting in unnecessary distresses and drain on the state. The general draft fails in the same way but with a stigma added. The problem is as much economic and industrial as military in that every man who is essential to a group of dependents or whose special qualifications make him more valuable in industry than in the field should be reserved from the first calls for field service.

The new militia law of Connecticut, adopted under the National Defence Act, provides that after the organized militia is

mobilized, upon the President's call for additional men and his assignment to Connecticut of her quota, the Governor may call from the unorganized militia such portion as he may deem necessary. The unorganized militia are those able-bodied men between 18 and 45 who are not actually enrolled in the National Guard or its reserve. In case sufficient men are not obtained by this call the Governor may resort to draft. This new law opens up great possibilities for a real solution of the problem. Some minor amendments may be required but the General Assembly is in session and the need is urgent.

Your assistants believe in "universal service" but they realize that the temper of our people has never yet permitted compulsory service in the first instance and therefor in the plan suggested the first step must be a voluntary patriotic decision. After that is made, the whole state is marshalled before the authorities in an orderly and scientific manner. The plan will obviate the necessity for draft except among a class whose duty is evident and immediate. On the other hand, a real assurance is given to men who are now more needed at home. There is no chance to it, each man knows at the commencement that he will be called only when his class is called and his class will be called when, and only when, the plain exigency of war requires.

Your assistants recommend that the plan be put into effect by creating an organization, purely civil in its character, combining representative men in all walks of life and in every line of endeavor, the organization to consist of a central body directly responsible to Your Excellency with branches in every town of the state responsible to the mayor of each city or first selectman of each town who in turn would be responsible directly to the Governor. The local organizations would include an active committee whose aim would be to bring to the attention of every man the importance of his personal duty to the state. This should be done in a systematic manner. Every advantage should be taken of publicity and the newspapers of the state should be enlisted in the work. It should be the aim to enroll between 10,000 and 20,000 people in the propaganda. Men of sixteen

years and over should be urged to enroll in a great civilian reserve — a reservoir of universal service in the truest sense of the word. This enrollment would be in accordance with and subject to the conditions of the published plan, would not be military and would be wholly voluntary until made. When made those enrolled would be bound to answer a call to enlist for regular field service in accordance with the plan, the state on its part agreeing that those enrolled would not be subject to the draft and would not be called for military service except in accordance with the plan. Local tribunals would be established to pass on questions arising under the plan.

A by-product of such a campaign would be a great stimulation of loyalty and the finest kind of counter-action to the machinations of the paid agencies of foreign powers. The ordinary citizen fears militarism, but he will trust his civilian neighbor who in the same position as himself is yet willing to place his person at the service of his state and country. If after a great campaign of this kind the object of universal service is not attained or if the sudden commencement of war will not permit the immediate creation of a civilian reserve then we still urge upon Your Excellency the necessity, with or without additional legislation, of adopting the plan without a civilian reserve, in this case the whole state to be treated as a civilian reserve and the plan can still be put into effect.

The first step of the actual plan is to exempt from immediate field service all men who are essential to industries necessary for war. This class should be carefully defined and should be limited to such industries as are necessary, and only such men should be exempted as are essential. Nevertheless, the enlistment for field service should be spread as widely as possible so that no locality will be drained except in proportion to its capacity. This first exemption would be called the Industrial Army and the men enlisted in it would receive a distinctive badge and would stand on an equal plane with the fighting forces but they would be subject to definite rules and regulations which would to some extent limit their personal liberty. In order to receive the benefits of this system the employer would also have to enlist

in the Industrial Army and would be subject to certain reasonable rules. Each industrial organization thus enlisted would be protected so long as its business was necessary for war. A letter on this subject from a prominent manufacturer of the state forms a part of the appendix of this report.

Having created the Industrial Army, the remainder of the unorganized militia would be divided into classes as follows:

First Class: All from eighteen to twenty-four years of age, inclusive, who have no dependents.

Second Class: All from twenty-five to thirty-four years of age, inclusive, who have no dependents.

Third Class: All from thirty-five to forty-four years of age, inclusive, who have no dependents.

Fourth Class: All from eighteen to twenty-four years of age, inclusive, who have dependents.

Fifth Class: All from twenty-five to thirty-four years of age, inclusive, who have dependents.

Sixth Class: All from thirty-five to forty-four years of age, inclusive, who have dependents.

The call to the training camps should be in accordance with these classes and each class should be exhausted before the next class would be called upon. Where the total number required at the moment was less than the total number of the class the call should be by lot, and in case of the failure of a class to furnish sufficient men where enough men exist a draft from that class would be made.

The term "dependent" should be carefully defined and clear proof be required. The collecting of each class would be in the hands of civil boards. The determination of the fitness of individual men would necessarily be in the hands of the recruiting officers. In case the necessity for a great army became apparent, men over forty-five and women could be put in training to take the places of men in the Industrial Army and as fast as these could be released they should be placed in their regular classes in accordance with the individual situation.

Only under extraordinary circumstances should a man be permitted to enlist in the regular forces ahead of his class. Once the system is established the recruiting problem is settled. No person liable for military duty should be permitted to leave the state in time of war except by direct permission and the movements of every alien should be accounted for.

The tribunals and executive boards required by the plan should have a definite standing in law either under the extraordinary powers already granted to Your Excellency or by specific enactments as may be deemed wise. No men liable for military service in the regular forces should be permitted on the tribunals, and as soon as the plan is in working order men of military age on the executive boards should be replaced by men past military age. With or without a civilian reserve the result is the same. The only difference is that a forced service will be a grudging service while a voluntary decision once made enlists not only the body but the heart and soul of the volunteer.

No thoughtful man can contemplate the future without misgivings. We stand on the threshold of a conflict with the first military power of the world. It is a brave man or a foolish one that will dare to belittle the magnitude of such a task.

The state and country must be roused to an effort greater than any ever before required in their history. The above plan or a similar one adopted in Connecticut will be an example of definite action. Every part of this plan has been tested by the experience of other nations now at war and we respectfully submit it for your consideration and through you for the consideration of the people of the state. The plan is extremely flexible in its nature and can be modified to conform to an act of congress establishing universal military service.

Your assistants place themselves unreservedly at the disposal of Your Excellency in case they can be of further assist-

ance. Otherwise, if they have completed their duties in the census to your satisfaction, a discharge is requested.

Respectfully submitted,

CHARLES A. GOODWIN,
HUGH M. ALCORN,
JOSEPH W. ALSOP,
WILLIAM A. ARNOLD,
GEORGE B. CHANDLER,
FRANK D. CHENEY,
WALTER H. CLARK,
SAMUEL FERGUSON,
DWIGHT G. HOLBROOK,
NORMAN R. MORAY,
BISHOP WHITE,
Special Assistants.

HARTFORD, CONN., March 31, 1917.

TREASURER'S REPORT.

May 7, 1917.

Honorable Marcus H. Holcomb,

Governor.

Your Excellency:

I beg to submit the following recapitulation of moneys expended in taking census and inventory of men and materials under the Act of February 20th, 1917.

Receipts.		*Disbursements.*	
State of Connecticut ...	$24,700.00	Office supplies and equipment	$4,074.74
Sale of Office Furniture.	27.90	Printing	4,157.70
		Postage and telegrams..	2,094.45
		Payroll	10,809.31
		General	3,421.04
		Cost of taking census..	$24,557.24
		Balance in bank and on hand	170.66
	$24,727.90		$24,737.90

The item of office equipment includes $2,747.70 paid for steel filing cabinets, furniture and other equipment as per inventory for permanent use of State for this and other purposes.

The postage item includes $1,600 postage furnished the Secretary of State for automobile census.

Appended hereto are the itemized accounts, check books, cancelled checks, warrants and receipts, the number of the check in payment appearing on each warrant and voucher; also the certificate of audit by Mr. Percy Rothwell, certified public accountant.

Respectfully submitted,

D. G. Holbrook,

Treasurer Bureau of Military Census.

INDUSTRIAL CENSUS

Assistant to the Governor in the Census, Gentlemen:

As soon as the personal census was well under way, the industrial census blank was prepared to be sent to the manufacturers of the state which contained the following questions: —

It was the aim in framing these questions to cover the necessary information of military value in regard to the plants of Connecticut and their product with the least possible inconvenience to the manufacturers.

On February 28, 2,800 of these blanks were sent out to the corporations, partnerships, and private businesses in the state, a card index being kept showing the name and address of each,

and the result was an enthusiastic response on the part of the manufacturers, manifesting not only a willingness, but a desire to be of service to the country in case of necessity.

To those, however, who failed to make a return within ten days a second blank was sent by registered mail and returns have been received from all concerns who could be reached who could manufacture articles which would be useful in time of war. No refusals have been received.

As fast as the blanks were returned they were separated into two classes, namely, those concerns whose plant and product is immediately available or could quickly be made available for war purposes, and those concerns whose plant and product could not be made quickly available or were not of sufficient size to be really effective. Both of these groups have been card indexed by names and then sorted into the following groups according to the product which they make, so that the information contained in them is now in convenient form for reference: —

Metal; Wood; Textile; Paper; Leather; Clothing; Hospital Supplies: Contractors and Builders and their Supplies; Boat Builders; Miscellaneous.

The question of making an elaborate cross reference card index which would tell what concerns make any given article was considered and was abandoned as impractical, because of the fact that information in regard to the present product of most concerns is only valuable as a guide as to what war materials they could make if called upon to do so. This, of course, does not apply to the concerns who are now engaged in the manufacture of munitions. It would not be possible to use such an index as the purchasing agent of every large concern is using every day because comparatively few of the articles produced would be purchased by the government. The information must, therefore, be used by an expert in each branch whose experience and knowledge would enable him to use it to the best advantage.

Samuel Ferguson,
Frank D. Cheney,
Bishop White.

Hartford, Conn., March 31, 1917.

INDUSTRIAL CENSUS BLANK

Military Census Form No. 11

State of Connecticut

By direction of an act of the Legislature of Connecticut, approved February 20th, 1917, I am required to procure certain information relative to the resources of the State. I therefore call upon you to answer the following questions.

MARCUS H. HOLCOMB, *Governor.*

INSTRUCTIONS.

Return this form properly made out, duly signed to the Bureau of Military Census, Connecticut Mutual Building, 36 Pearl Street, Hartford, Conn., not later than ten days after it is received. Failure to make this return within the specified time will be construed as a refusal.

If additional space is required for any of the questions, use the blank space at the end of the schedule, if necessary designating the answers by numbers corresponding to those in this schedule.

Every question should be answered as fully as possible.

A separate report is not required for plants located outside the State, but a statement of the existence and location of such plants, together with what assistance they could render the United States Government in case of war, as indicated under question 9, is highly desirable.

1. Name of establishment_____

   Character of organization_____ (Individual, partnership, corporation).

   P. O. address of general office_____ Street and No.

   _____ City. _____ County. _____ State.

2. (a) For Private Business.

Owner's Name	American citizen?	If not American citizen, country of birth.

(b) For Partnership.

Partner's Names	American citizen?	If not American citizen, country of birth.

(c) For Corporation.

Officers' Names.	American citizen?	If not American citizen, country of birth.	Officers' Names.	American citizen?	If not American citizen, country of birth.
President			Treasurer		
Vice-President			Secretary		
General Manager					

3. Location of plant or plants in this State covered by this report; for plants outside the State see question 9.

4. Indicate principal materials used :_____

_____

5. Indicate principal products manufactured :_____

_____

6. Have army or navy goods been manufactured for Government use within past two years ?_____

If so indicate general nature. (Note) This is meant to include any of your goods which have been used by the U. S. Government or any foreign government, whether purchased direct from you or not, including work which you do for other manufacturers or parts or equipment which you furnish them to be used in making articles for government use.

(a) For U. S. Government :_____

_____

(b) For Foreign Governments :_____

_____

7. Total number of employees :_____ men ;_____ women.

How many employees can you work in a single shift :_____ men ;

_____ women.

(a) In your opinion should any part of the men in your employ be exempted from military service, because of the importance to the Government of their services in their present occupation ?_____

(b) If so, state approximately how many :_____

(c) Give your reasons for recommending such exemption. (Note) Reasons should include the following :

Any application of your standard product or work to possible Government use in time of war.

Any possible modification of your standard product or work to make it available for Government uses in time of war.

Any possible adaptation of your shop equipment or skilled labor to other work of value to the Government in equipping and maintaining military and naval forces and auxiliaries.

_____

Give any information not covered in foregoing questions relative to the assistance your establishment might render the U. S. Government, directly or indirectly, in case of war.

(Note) The answer to this question should include any information you may volunteer in regard to plants outside the State.

_____

Signature and title of official giving the information in this report.

_____

_____

Dated at_____ this_____ day of_____ 191___.

(The person signing this report must be an executive officer of the establishment or responsible, local manager or agent).

INDIVIDUAL CENSUS BLANK

(Military Census—Fo

State of Connecticut.

By direction of an act of the Legislature of Connecticut, approved February 7th, 191 required to procure certain information relative to the resources of the State. I therefore call upon answer the following questions.

MARCUS H. HOLCOMB
Gov

TOWN or CITY ..... DATE .....

FULL NAME .....

POST OFFICE ADDRESS .....
(Street and Number or Rural Free Delivery Number)

1. What is your present Trade, Occupation or Profession? .....
2. Have you experience in any other Trade, Occupation or Profession? .....
(State which.)
3. What is your Age? ..... Height? ..... Weight? .....
4. Are you Married? Single? or Widower? .....
5. How many persons are dependent on you for support? .....
6. Are you a citizen of the United States? .....
7. If not a citizen of the United States have you taken out your first papers? .....
8. If not a citizen of the United States, what is your nationality? .....
9. Have you ever done any Military or Naval Service in this or any other Country? .....
   Where? ..... How Long? ..... What Branch? ..... Rank? .....
10. Have you any serious physical disability? ..... If so, name it. .....
11. Can you do any of the following: Ride a horse? ..... Handle a team? ..... Drive an automobile? ...
    Ride a motorcycle? ..... Understand telegraphy? ..... Operate a wireless? ..... Any expe
    a steam engine? ..... Any experience with electrical machinery? ..... Handle a boat, power or sail? ...
    Any experience in simple coastwise navigation? ..... Any experience with High Speed Mari
    Engines? ..... Are you a good swimmer? .....

I hereby certify that I have personally interviewed the above mentioned person and that the answers to th enumerated are as he gave them to me.

....
Military Censu

RECEIVING DEPARTMENT

Assistants to the Governor in the Census: GENTLEMEN:

At your request I herewith present a report on the receiving of the completed census blanks in the Connecticut military census.

The census blanks were forwarded by mail or express to the State headquarters from the various towns and cities. Shipments were made as soon as a small number of blanks had accumulated in the town and city headquarters, rather than delaying to send the entire census of a town at one time. This was done to prevent delay in the work at state headquarters and to prevent last-minute congestion. This method proved successful and the work went along smoothly and accurately.

When packages containing returns were delivered at headquarters they were opened and sorted by cities or towns. Every blank was scanned for superficial errors. Much time would have been saved if the word "township" had been used on the blanks instead of "Town or City," for may people wrote the name of the village or the city in which they lived instead of the township: for example, the people in the township of Winchester live, for the most part, in Winsted, and as a result, it was necessary to change about 85 per cent of the blanks returned from that district, writing "Winchester" on the "Town or City" line and "Winsted" on the line with the address.

The census blanks were inspected for refusals to answer, non-residents of the state, incomplete blanks, duplications and for blanks containing information concerning a person who lived in a township other than that from which the blank was received.

When the blanks were sorted, the refusals, non-residents, incomplete blanks, duplications and those that belonged in other townships than those from which they were received were turned over to a separate department, which took them up further. The properly completed blanks were then given to a force of young women clerks, who dated and counted them. After a slip

containing the name of the city or town and the number of blanks received from it had been filled, the blanks were turned over to the coding and tabulating department.

Five young women assisted the head of this department in this work. The maximum daily total of blanks handled was slightly over 46,000; the minimum just above 3,000.

A sheet containing a perpendicular alphabetical list of the 168 townships in this state was compiled. In the first column after the list of townships were the estimates of the number of blanks to be expected from each. The estimates, intended to include the male population over 16 years of age, were based on 40 per cent of the total population of the townships by the federal census of 1910. The next column was left open for the total number of blanks received. Several columns following were used for figures giving the daily returns. The last column was for remarks. As soon as a township had returned the number of blanks called for by our estimate, a red X was put in this last column. After the daily returns were entered and added to previous totals, a report was filed with the governor's committee to advise its members of the progress made.

It was necessary to hurry some towns occasionally with letters, telegrams and telephone calls. A record was kept of all the replies in order that the office might know when to expect returns from them.

In completing the work, this department sent to the first selectman, mayor, or chairman of the census in each of the 168 townships a letter with enclosed form requesting that when the local census was complete, the form be filled in and returned to state headquarters, thereby making a definite record of the completed towns.

Respectfully submitted,

RAYMOND H. TITLE.

Hartford, March 31, 1917.

CHECKING RETURNS

Assistants to the Governor in the Census: GENTLEMEN:—

You have requested a report of my work in connection with the taking of the military census for the State of Connecticut.

The blanks coming from one town and assigned by that town's agent to another town have been carefully separated from the regular ones. Lists in duplicate have been made, covering these blanks; the name and address of each man has been sent in this way to his proper township, giving the authorities there a chance to check him up and correct their lists. This has worked also to our advantage, for in a few cases mistakes on our part have been reported by the town through these lists.

The duplicates are kept in our office for any possible future reference. Blanks marked "Duplicate," "Previously taken," "Answered before," etc., have been sorted out and placed in envelopes marked with the name of the town they belong to. These are being held until the card files are complete, and will then be checked up. Those that were numbered before they were found to be duplicates have had the number erased, that number being used on another blank.

Those not found to be duplicates after search can thus be sent back for the required information without disturbing the filing system.

All "Refusals to Answer" have been handed to the card writing department where the blue cards are assigned to them.

"Non-Residents," those claiming other states as their home, have been coded by this department in order to make sure that the letter "X" should precede the code number of the town in which they were taken. They are then numbered, carded, and given over to the punching department. Blanks with corrections have been sent to the blank filing department with instructions to attach each one to the original as soon as possible. The original has had a punched card made out and therefore could not be destroyed.

There has been a very large number of blanks already

stamped with numbers that have had to go back to one town for more information. The cards have been found for all those returned, and have been carefully filed according to number and placed in safe keeping until the blanks are sent back to us. The authorities of that town have been requested and have promised to use special care in their handling and to return them to us intact. Upon their receipt, the card and blank will be matched up, corrections in name and address made where necessary, both then being returned to their respective departments.

Where names are illegible, or further information necessary, in other cases except the one mentioned above, the blank has been sent back to the town after the number has been eliminated, the card found, and that number used for another blank. This is done to make sure of the consecutiveness of the numbers, and to overcome the chance of not having the same blank returned.

Men at present out of the state, but claiming residence here, have been written to individually. Some have already responded with filled out blanks. The blanks bearing the names of men in actual service in the United States Navy and which are not filled out, have been put aside for future consideration.

The arrangements, as stated above, I trust will meet with your approval and are in accordance with your desires.

RICHARD A. PERRY.

Hartford, March 31, 1917.

WOMEN VOLUNTEERS

Assistants to the Governor in the Census, GENTLEMEN:

At your request, I herewith present a report of the work of women volunteers in the Military Census. In order to lessen as far as possible the expenses of taking the census the committee asked for volunteers to help with some of the clerical work. By means of conspicuous advertising to this effect in the newspapers and by personal solicitation by the chairman

of this committee and her assistants a number of women and girls offered their services. They were asked to come for four hours at a time four days a week, from 9 to 1 in the mornings and from 1 to 5 in the afternoons. A chart was made after the schedule used in factories by means of which it could be seen at a glance how many volunteers could be counted on for each day.

The work these women did was to code the census blanks as they came in. They were instructed by the men in charge of the coding room as to how to do this work accurately and as the same volunteers continued to come for their four days a week they were soon able to go ahead with very little assistance. Each volunteer was usually given the same branch of coding to do such as the "army and navy" or "occupations" so that she soon became proficient in that line. The coding was difficult in some of its aspects and where a decision was needed in order to get the most intelligent information from the answers given on the blanks the volunteers proved themselves especially useful.

Mrs. Richard M. Bissell.

Hartford, March 31, 1917.

NUMBERING AND CODING DEPARTMENT

Assistants to the Governor in the Census, Gentlemen:

Census blanks are sent to this department by the receiving department and are immediately put through the process of transferring the information upon them into code numbers so that these numbers may be in turn transferred onto the Hollerith tabulating card which is the final form this information assumes before the grouping under special heads. It is needless to say that this process of coding must be done very accurately, as errors in this practically nullify the value of the whole work.

This department is divided into three sections: I Numbering, II Card Writing, III Coding.

I NUMBERING

Each census blank and an accompanying index filing card are stamped with the same number by a duplicate numbering machine. This number appearing in the right hand upper corner of both census blank and filing card constitutes the individual's number by which he is known throughout the system. This work is done by selected girls, the number of girls varying according to the quantity of blanks to be numbered from day to day. Care must be exercised to have these numbers stamped distinctly and the work must be accurately done, for mistakes here actually lose for us all record of the individual.

We find that eight girls number between 25,000 and 30,000 blanks and cards per day of seven and one-half hours, or about 500 blanks per girl per hour.

A steel stamp that numbers from 1 to 999,999 inclusive is used. Each girl numbers from 1 to 999 in each thousand and her stamp is then changed to a higher number; that is, No. 1 girl will start at 1 and number to 999; No. 2 girl starts at 1,000 and numbers to 1,999; No. 3 girl starts at 2,000 and numbers to 2,999. If eight girls are stamping from 1 to 8,000, the first finishing her 999 numbers begins on 9,000 and so on. This simplifies the work and enables us to use any number of stamping machines at once. Great care must be exercised in the changing of these stamps and also it must be impressed upon the girls the importance of not running over into the next thousand and creating duplicates which mean extra work of culling out in the files. A record is kept of the number each girl completes during the day.

II CARD WRITING

From the numbering table the census blanks accompanied by the index filing cards are distributed to the card writers who place the individual name, surname first, township and post office address upon the cards. The numbers on the census blank and the card are then checked to see if they correspond, and a check mark made against the number on the census blank signifying that a card has been written. The two

are then separated, the card going to the alphabetical card filing department, and the census blank proceeding to the coding department. It is quite evident the importance of good penmanship in the making of these cards, it being necessary to make many changes in this department before we secured good and fast writers. Each girl's cards when completed are placed in her individual box with her name upon it which stands before her on the table and each noon and night these completed cards are counted (by measuring), inspected for writing, and a record of the whole work made. If the number falls below 180 cards for the morning and 270 for the afternoon the girl's attention is called to the fact and if the fault is not remedied she is replaced by another. This method enabled us to figure on a constant regular flow of blanks and cards through this department every day.

III CODING

The work of this department consists of the transferring of the written information on the census blanks into numbers and is what is considered coding. It is divided into three groups: The first, towns and nationalities; the second, occupations; the third, the military service.

1 Coding for Towns and Nationalities.

(a) Towns.

The township in which the individual may live is designated by a number placed against the name of that particular town found upon the code sheet as per the following example:

801 Andover	107 East Granby	310 Lyme
201 Ansonia	705 East Haddam	210 Madison
501 Ashford	706 East Hampton	116 Manchester
101 Avon	108 East Hartford	807 Mansfield
601 Barkhamsted	207 East Haven	117 Marlborough

there being 168 towns to which a code number is given. This number is placed by the coders on the census blank with red pencil next to the name of the township in which the individual lives.

The towns are also grouped by counties and a series of

numbers given each county as for example: Towns in Hartford county are numbered from 1 to 199 inclusive; New Haven county from 200 to 299 and so through the eight counties of the state.

(b) Nationalities.

The countries are coded in a similar manner:

1 United States
2 Argentina
3 Austria Hungary
4 Belgium
5 Bohemia

so that under question No. 6, by which the individual signifies his citizenship in the United States, the number 1 is for the United States if the answer is "yes," and it is left blank if "no." If, however, the latter is the case, it is necessary to look under question No. 8 "If not a citizen of the United State what is your nationality?" and against this answer the code number of his country is placed. If this individual has had military or naval training and states same under question No 9, it is necessary to place against the word "where" the code number of the country in which he has served.

This completes the first coding. These blanks are now placed on the inspection tables and the work of each individual checked before proceeding to second coding.

2. Coding for Occupation.

This list contains the various occupations common in the section of the country where the census is taken. In this state the number comprises about 100 different headings such as.

39 Laborers	45 Machinist-Mechanic	51 Metal workers
40 Laundry workers	46 Mail carriers	52 Millers
41 Lawyers	47 Marble and Stone	53 Miners
42 Lead smelter	48 Mason and Bricklayer	54 Ministers

We find it advisable to confine a great many similar occupations under one number, such as polishers, buffers, filers, grinders, in order to avoid making the code too cumbersome, thereby

necessitating expert coders. Against the answers to questions No. 1 and No. 2 (present and former occupation) the code number is placed as in the case of nationality.

The coded blanks are placed on the inspection table and each individual's work is thoroughly checked for mistakes.

This completes the second coding. It is quite necessary in this department to secure help that has had experience or knowledge of the different lines of manufacturing in the state. A manufacturer's knowledge of the different departments of a business and the different trades is invaluable in answering the numerous questions that arise every hour in the day. We have been fortunate in securing the services of a number of volunteers in this department who have been more or less acquainted with these trades in general and the many terms used in each.

The blanks are now sorted into three classes: Military and naval service, claimed disability and general.

The general class (having no military or naval service or disability) are now ready to go to the punching machine. The ones claiming disability without military service go to the doctors to be passed on and a record kept of the number. (The ones having had military or naval service are sent to the third coding.)

3. Military Service Coding.

This coding is quite difficult as it requires the branch and rank of either army or navy service. The branch in the army under the headings, infantry, artillery, cavalry, engineer, etc., and in the navy, line officers, seamen, artificers, etc., and the rank such as captain, sergeant, private, boatswain, quartermaster, seaman, etc. These consist of two long codes covering all branches and ranks in both army and navy of about 60 in the former and 100 in the latter. The census blanks must be coded by somebody experienced in this work as it is quite difficult to understand many of the terms, especially when abbreviations are made as follows: A. S. for able seaman, P. O. for petty officer, C. A. C. for Coast Artillery Corps, and many

foreign terms not common in our army or navy. This work is in turn inspected and the claimed disabilities placed in separate files for the inspection of the physician appointed to pass on same.

A daily report of this department is submitted each night to the commission as follows:

Blanks numbered to 5.30 March— .....——
Blanks numbered 5.30 March — to 5.30 March — .. ——
Total .....——
Blanks on hand to be numbered (approximately) ....——
Refusals to date .....——
Sent to Insurance Companies to be punched:
Ætna .....——
Phoenix .....——
Travelers .....——
Hartford Fire .....——
Remarks ——————————————————

Individuals refusing to answer the questions have their names entered on blue cards and their census blanks filed in folders kept for the purpose. Interpreters are listed in an indexed book under the language in which they are proficient.

A list is also kept of persons expressing on their blanks an unfavorable attitude toward the Government of the United States. The blanks finished in this department are now passed on to the Hollerith Tabulating Machine department for their final work.

. . . . . .

RECOMMENDATION

We should like to add as a recommendation that if this general scheme is to be adopted by other states, we think certain changes in the census blank which we have suggested below should be made to facilitate the work of the census, and also simplify the work of this department when the blanks are received by us.

We suggest instructions for census-takers at the top. The word " Township " should be used in place of " Town," leaving

the name of the town under the post office address. Under the line "Name in full" place "First name" and "Last name," so that it will be plain which is the last name, as some census takers returned blanks with the name written as follows: "George Paul," which we found on examination to be "Paul George."

Under question No. 1 we recommend the addition of the words "In which you are now actually engaged," and also "By whom employed," as for example, a man lists himself as a foreman and does not tell of what. The addition of the information "by whom employed" would enlighten us at once as to his trade.

Under question No. 3 we recommend the addition of feet, inches, and lbs., as foreigners are inclined to answer in the metric system and many give their weight in stones.

Question No. 4 should be separated into three parts so that a man answering will state his condition opposite the right one instead of yes or no for all three.

Under No. 5, state "*exact* number of dependents," etc., so that answers of "a few," "some," "not many," will be avoided.

Under No. 6 add the words "or native born" as boys between 16 and 21 are not in the strict term citizens but may have been born here and intend to be citizens when of age.

Under question No. 9 we suggest placing under the line of the first part of the question the words "answer yes or no" so that they will not put the name of the country in here instead of under the next part of the question which asks "where?"

Also we suggest under the question of Ranks to add:

Army...Com. Officer....Non Com. Officer....Private....

Navy...Line Officer.....Petty Officer.....Seaman....

Answer yes or no

This will simplify the coding and accomplish every purpose as far as information that is required.

Question 10 has been rewritten and question 11 added. This is explained fully in the report of the medical director.

We also suggest the addition of two more questions under

No. 12: Are you an interpreter? State language. Are you a good cook? State experience. These questions we feel are quite essential and men with this training would be very valuable in event of hostilities.

As the number of these last would be small, we recommend keeping the same in a separate book for the purpose.

The question "Are you a marksman?" or "Are you a good shot?" have been suggested as valuable information. We feel, however, that this question would be answered "yes" by men accustomed to shot guns and sporting arms in general, which are entirely different from the regulation Springfield or Army rifle in every respect. Moreover, the question is answered by the military experience of the individual, his service necessitating familiarity with the arms used in that service.

The above changes we recommend after having been closely associated with this department from the beginning of the census. We feel it will save time and labor besides being the means of securing more correct information. We submit form of approved blank.

C. W. Jaynes,
W. A. Haviland.

Hartford, March 31, 1917.

FORM OF APPROVED BLANK

(Print information if possible. Census takers must insist upon legible writing.)

Every question must be answered.

TOWNSHIP .....DATE .....

NAME IN FULL .....
(First name) (Last name)

POST OFFICE ADDRESS .....
(Street and No. of residence, City or Town, Rural Free Delivery No.)

1. What is your Trade, Occupation, or Profession .....
(In which you are now actually engaged.)

By whom employed and where? .....

2. Have you experience in any other Trade, Occupation, or Profession?...
(State which)

3. Day, month and year of birth?.....Height?.....ft.....In.
   Weight?.....lbs.
4. Are you married?.....Single?.....Widower?.....
5. State exact number of persons dependent on you for support.....
6. Are you a citizen of the United States or native born?.....
7. If not a citizen of the United States have you taken out your first papers? .....
8. If not a citizen of the United States what is your nationality?.....
9. Have you ever done any Military or Naval service in this or any other Country?.....Where?.....How long?.....
   (Answer yes or no.)
   What branch? .....Rank:
   Army.....Comm. Officer.....Non Comm. Officer....Private....
   com. Officer.....Private.....
   Navy.....Line Officer.....Petty Officer.....Seaman....
   Officer .....Seaman .....
   (Answer yes or no.)
10. Have you any serious physical disability?.....If so, name it.....
    (Which interferes permanently with performance of usual occupation.)
11. If not, have you any partial disability?.....If so, name it.....
    (Which would interfere with performance of any other than usual occupation or with military duty?)

The census blank used in the Connecticut census has proved entirely satisfactory in providing the information desired. Based upon their experience in recording and tabulating the census, however, the special assistants to the Governor for the census suggest that possibly the above revised blank might be an improvement.

INDEXING

Assistants to the Governor in the Census, GENTLEMEN:

With the indexing system, two complete indices of the census records are used, one alphabetical and the other numerical.

The alphabetical index consists of a card catalog in which 3″ by 5″ cards have been used. Each card bears the number, name and address as given on the census blank. The index is composed of 168 indices, this being the number of towns in the state. The number of sub-divisions in each index being determined by the number of returns expected from that town.

The town indices are arranged in alphabetical order as nearly as possible and the cards for each town filed accordingly. These indices are used when it is desired to locate the census blank of any individual, reference to the index giving the number of the blank in question. Vise signal tabs on the cards are used to show the suspected duplication of records. Due to transportation difficulties failure to receive filing cabinets in sufficient number has greatly handicapped the work in this department, as it has been necessary to use any available receptacle for a container. The steel cabinets in which the index is filed are of standard type, arranged in double compartment drawers, each drawer containing from 4,000 to 5,000 cards.

The numerical index consists of the original returns from census agents, each of which on its entry to the Bureau receives a serial number. These have been finally arranged in numerical order. The census blanks are of about letter size and have been numbered in the upper right hand corner with the view of filing them away permanently in vertical letter files. Such files have been provided, and it has been found that one standard upright 4-drawer vertical letter file will house 20,000 blanks. Manila folders containing 100 each have been used. On account of the many processes through which these blanks are put before they are ready for final filing there are many breaks in the numerical order in which they are received by this department. The work of sorting these, therefore, could not be started at once to advantage, nearly three weeks after the returns began to come in having elapsed before the work was begun. The method employed was as follows: All blanks ready for permanent filing were first separated into four piles. The first consisting of those numbered under 100,000, the second those between 100,000 and 200,000, the third those between 300,000 and 400,000, and the fourth those over 400,000. The pile containing the lowest numbers was arranged by hundreds, without regard to numerical arrangement by tens and units. These were then placed away to await the final arrangement by tens and units at a later date. Similarly the

succeeding divisions in 100,000 were cast down from 10,000 to 1,000, and then from 1,000 to 100.

Difficulties have been encountered which have hindered. They were chiefly the difficulty in deciphering the original blank by the card writers, then in turn the deciphering of the various handwriting of the card writers has lead to most unusual, though not unnatural, errors. It is a matter of regret that the cards were not typed, which only could have been done if skilled operators in sufficient numbers were available. The alphabetical index is of such bulk that it is a pity that a smaller card was not used. A 1½″ by 3″ card would have served the purpose. Had these been used it would have been advisable to have the cards locked in the drawers with rods.

The greatest care has been used to insure accuracy in sorting and filing but undoubtedly errors will be found because of the difficulties encountered in deciphering the original blanks which bear the names of individuals who probably represent every nation and language on the globe.

L. B. Barbour,
E. L. Pierce,
Secretaries in Charge of Indexing.

Hartford, March 31, 1917.

TABULATION DEPARTMENT

Assistants to the Governor in the Census, Gentlemen:

I submit herewith the report of the tabulation department in the Connecticut Military census. This department secures the statistics and classifications which make the information obtained from the census available for actual use. This work is done by means of the punch-card system which enables rapid sorting and tabulation machines. Individual reports are received from the numbering and coding department, where they

have been numbered and each item of information identified by a code number.

Military Census—Form No. 1

State of Connecticut. 11236

By direction of an act of the Legislature of Connecticut, approved February 7th, 1917, I am required to procure certain information relative to the resources of the State. I therefore call upon you to answer the following questions.

MARCUS H. HOLCOMB,
Governor.

TOWN or CITY Hartford, Conn. 114 DATE March 22 1917

FULL NAME John Thomas Smith

POST OFFICE ADDRESS 120 Asylum ST.
(Street and Number or Rural Free Delivery Number)

1. What is your present Trade, Occupation or Profession? machinist 45
2. Have you experience in any other Trade, Occupation or Profession? Clerk 11
(State which.)
3. What is your Age? 30 Height? 5ft. 8 in Weight? 150
4. Are you Married? Single? or Widower? Married
5. How many persons are dependent on you for support? two
6. Are you a citizen of the United States? yes
7. If not a citizen of the United States have you taken out your first papers? —
8. If not a citizen of the United States, what is your nationality? —
9. Have you ever done any Military or Naval Service in this or any other Country? yes
Where? C.N.G. 1 How Long? 3yrs What Branch? Inf. A1 Rank? Private V4
10. Have you any serious physical disability? No If so, name it. —
11. Can you do any of the following: Ride a horse? yes Handle a team? yes Drive an automobile? yes
Ride a motorcycle? No Understand telegraphy? No Operate a wireless? No Any experience with a steam engine? yes Any experience with electrical machinery? yes Handle a boat, power or sail? No
Any experience in simple coastwise navigation? No Any experience with High Speed Marine Gasoline Engines? No Are you a good swimmer? yes

I hereby certify that I have personally interviewed the above mentioned person and that the answers to the questions enumerated are as he gave them to me.

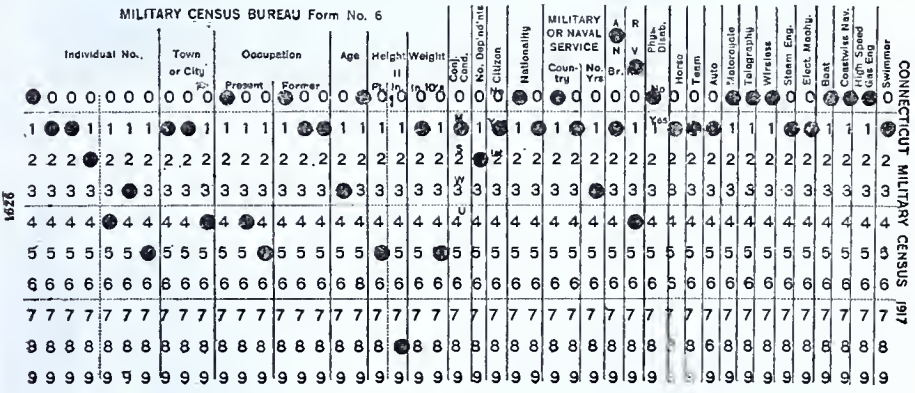
C B Smith.
Military Census Agent.

INDIVIDUAL REPORT

The key punch operators transfer the information as designated by code to specially prepared cards by means of a key

punch machine. This machine is built on the principle of the typewriter, with keys so arranged that, when operated, holes will be punched in the card indicating code numbers.

A card is shown below, punched to indicate the information supplied on the individual report above:

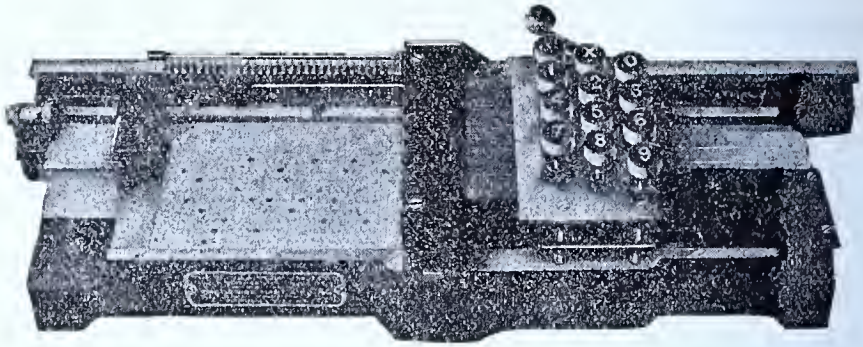


PUNCH CARD

To avoid error the cards are then given to the verifying clerks who operate machines similar to the punch machine but which discard improperly punched cards instead of punching them. Since the completed punch-card must include all the information of the individual report, the name and address, which cannot be expressed in numbers by means of a code, are written on the card.

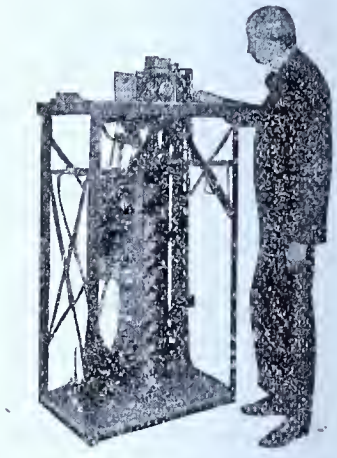
The cards are now ready for sorting. An ingenious machine is used for this purpose which by electrical contact through the punched holes selects and groups the cards into whatever classifications are desired at the rate of 15,000 an hour. At this rate the sorting machine will separate the "physically fit" from the "physically unfit," those "with dependents" from those "without dependents," and designates those "under twenty-five," "able to ride a horse," or with any given qualification.

Still another machine is used which counts and tabulates 9,000 cards an hour, performing this operation on thirteen separate items simultaneously.



KEY PUNCH

TABULATING MACHINE



SORTING MACHINE

By the use of this system any combination of classification of the items of information supplied on the individual reports can be ascertained, and the names and addresses of any class or selected group can be readily secured.

Forms have been prepared for tabulation to show the number of men in the state subdivided according to age groups, nationality, military and naval training, occupation, residence, etc. Any additional information contained in the census reports which may be desired in the future can be readily secured and tabulated within a few hours by the process just described.

This system has a peculiar advantage for a military census, for the reason that information not immediately required can be obtained on short notice if needed. There is no tabulation, for instance, of "unmarried electricians who can ride motor-

cycles," but should an urgent need arise for the services of such men, a list of those available could be secured in a short time.

This department began its work February 15, shortly after the arrival of the first individual reports. Two punching machines were put into operation and this number soon was increased to nine and verifying machines were installed. The work increased and insurance companies in Hartford volunteered to assist in the punching. At the height of the work 15,000 cards were punched and verified daily. The punching and verifying of the cards representing the entire 475,000 individual reports is practically completed. The sorting and tabulating of the punched cards is well under way and will be completed within a comparatively short time.

Myrtle C. Lawson.

Hartford, March 31, 1917.

MEDICAL DIRECTOR

Assistants to the Governor in the Census: Gentlemen: —

I submit herewith report of the medical director of the census bureau.

The primary need for medical service lay in the necessity for determining the value of the statements of disability on the original census returns in order to make separate classes in the final report of the physically qualified and the physically disqualified.

It was decided by the bureau that serious physical disability would be interpreted as a disability interfering with or preventing the performance of one's usual occupation or of manual labor, and the publicity department of the bureau was instructed to publish this standard of interpretation in order to correct the common opinion that the inquiry referred to physical qualification for active military service, which was apparently the point of view that determined the statement of serious physical disability in about one-half of all cases.

The factor of second importance in affecting the value of

the statements of disability was the use of generic terms in description of disease permitting wide variation of degrees of severity, without indication of the measure of interference of the disease with the performance of work. In determining these latter cases it was decided to place the burden of proof of disability upon the individual and to approve only such claims of serious disability as were strongly supported by the internal evidence of the record. It was assumed that in this way the factor of error would be made as low as possible. By any general rule many individual cases of error would result, but these would eventually be corrected by the ultimate individual examination that would occur in case of any general military mobilization.

As an example of the first class, there were many records of poor eyes and bad feet, and of the second class, many cases of rheumatism, kidney trouble, and rupture. In regard to rupture it was decided that this did not constitute a disability below the age of sixty years and that if disabling it was in the majority of cases remediable by operation. A few cases of rupture above the age of sixty were passed as qualified for certain technical occupations. Statement of disability from such conditions as heart disease or hardening of the arteries in men above seventy years were not regarded as disability, on the assumption that they did not add materially to the disability of the age.

In order to minimize as far as possible the error in this determination in future work of this sort, the medical director submitted the following recommendations to the bureau: —

I. Such an inquiry should consider three classes of physical condition as follows:

0. No disability,— implying competence for civil occupation and presumably for military service, subject to age, height, and weight disqualifications.

1. Partial disability,— implying competence for civil occupation, but presumably incompetence for military duty.

2. Complete disability,— implying incompetence for civil occupation and for military service.

II. To obtain these data the questions on the original blank should be slightly more specific, and instructions concerning their interpretation should be issued in full to all agents and indicated briefly on the blanks somewhat as follows:

1. What is your Trade, Occupation, or Profession? ..... (In which you are actually now engaged) . . . . . .

10. Have you any serious physical disability?..... If so name it..... (Which interferes permanently with performance of usual occupation.)

11. If not, have you any partial disability?..... If so name it..... (Which would interfere with performance of any other than usual occupation or with military service).

In order to determine the amount of time that would have to be spent in this work the ratio of statements of disability was observed during the first few days of the receipt of completed blanks, and to do the work the following assistant medical directors were appointed: Dr. Otto G. Wiedman, Dr. James H. Biram, Dr. Howard W. Brayton, Dr. John Carter Rowley, to whom the medical director is sincerely grateful for their faithful assistance. The number of men doing the work was kept as low as possible for the sake of uniformity of decison. Each day the coding clerks put aside all blanks in which the question concerning serious physical disability was answered otherwise than by a definite and unqualified "No," and these were handed to the medical director each evening for his decision. Records in which the disability was not allowed were marked with an "0," and those in which it was allowed with a "1," in accordance with the code cipher. The work consumed from one to two hours' time each evening, the ratio of statements of disability remaining fairly constant at a little less than 15 per cent. of which the final figures will probably show that less than one-fifth were approved as disabilities.

In addition to this work the medical director has also undertaken a plan for the mobilization of the medical resources of the

state in case of war, to prepare for the best possible application of these resources for both military and civil needs; these resources including physicans, nurses, hospitals, medical, surgical, nursing, and general supplies, and transportation.

A further plan has been undertaken for the purpose of organizing these resources to meet any local emergency, either in peace or war.

Respectfully submitted,

PAUL WATERMAN, M. D.
Medical Director.

Hartford, March 31, 1917.

ORGANIZATION OF MEDICAL RESOURCES OF CONNECTICUT TO MEET LOCAL EMERGENCY ON PEACE BASIS.

Assistants to the Governor in the Census, GENTLEMEN:

Local organization of medical resources to meet emergency should be under the immediate direction of the chief executive of the city, town or borough; co-ordination of these units throughout the state should be through the office of the surgeon general.

Each mayor, burgess, or first selectman should appoint medical directors, preferably one from the staff of each local hospital, and one additional. In communities without hospital facilities not less than two should be appointed if available. The chief executive, the medical directors, and the chief of the local police department, act co-ordinately to direct and execute emergency relief measures.

Upon the occurrence of an emergency, the local chief executive should notify the medical directors of such emergency, and the police department, with reserves if necessary, should assume control at the scene of the emergency under a prearranged plan that will co-ordinate policing and medical relief.

The medical director appointed from a hospital staff should organize that hospital staff in such a manner as to assure the

most expeditious and careful handling of patients. He should determine the members of the staff who are to report at the hospital and arrange for their notification and distribution to operating rooms, dressing rooms, wards, etc. He should determine the maximum hospital capacity for emergency and the maximum expansibility of the hospital by hour units of time. He should assure himself that the hospital has on hand the necessary number of cots, mattresses, etc., to permit of the maximum expansibility, or if not on hand, to arrange for acquisition of same. He should arrange for a stock of reserve surgical supplies to be kept on hand in the hospital, and plan for the feeding of patients at maximum hospital capacity. He should arrange for a receiving room or ward, that patients as admitted may be classified into moribund, seriously wounded, or slightly wounded, and properly forwarded. As received, patients should be identified, or if they are unconscious, tagged in some satisfactory manner. An information department should be planned with telephone service and lists of names of patients admitted prepared as rapidly as possible. This department should also seek to have identified all patients received unconscious.

The additional medical director, not representing a hospital, should be charged with the duty of supplying transportation for patients from the scene of emergency to hospitals. The comfort and safety of patients will depend greatly upon the prompt arrival of adequate transportation. The medical director should cause the drivers of vehicles to report to him and determine the destination of patients according to respective hospital facilities. As surgical dressings will be needed at once, he should arrange that an instantly available supply be kept at some central point, and make provision for their prompt arrival at the place of disaster. In case of absent or insufficient hospital facilities, he should determine what buildings would be available, how much tentage, and in what space of time temporary structures could be erected. The question of cots, bedding, etc., would, of necessity, receive consideration in

this regard. Co-operation of local or State Red Cross organization should also be determined.

The medical director should also be charged with providing nursing service. In this he should be assisted by a chief nurse chosen by the State Board of Nursing. This board should organize reserve nurses by zones in such manner as to be able to provide such number of nurses as may be designated in emergency by the medical director to a given locality in stated periods of hours.

OTTO G. WIEDMAN, M. D.,
Assistant Medical Director.

ENROLLMENT OF NURSES

Assistants to the Governor in the Census, GENTLEMEN:

I beg to submit the following report of the census of the trained nurses.

The census of trained nurses was carried on through the mail, and depended largely on the promptness and patriotic spirit of the nurses to fill out and return the blanks sent to them.

A list of registered nurses was compiled from the hospital graduating lists and from the various registries in the state. This list was made possible through the efforts of Miss Rachel Albaugh, secretary of the Connecticut State Board of Registry.

A card index was made from the list and blanks were sent out. As the blanks came in, they were sorted into two main divisions; those who had dependents and those who had none. Under these two divisions the blanks were subdivided into five divisions:

(1) Those who would serve anywhere.
(2) Those who would serve in the state.
(3) Red Cross or naval nurses.
(4) Those who could not serve.
(5) Those who would serve outside the state.

The blanks were filed alphabetically by division, as were

the corresponding cards, so that blanks were accessible from the cards, or visa versa.

When the great majority of nurses had returned their blanks, telephone lists of available nurses were made out, by zones. There are fifteen zones placed around the cities and large towns where there are hospitals. On these lists there are nearly a thousand names, a far greater number than this state would ever be required to furnish, no matter how grave the situation might be.

Very respectfully,

HOUGHTON BULKELEY.

Hartford, March 31, 1917.

PUBLICITY SERVICE

Assistants to the Governor in the Census: GENTLEMEN: —

In accordance with your request, the report of the director of publicity service, Connecticut Bureau of Military Census, is presented herewith.

Connecticut newspapers, without exception, responded loyally and generously to the call made upon them for co-operation in the Connecticut census. The opportunity was given to the press of the state to respond to a call for patriotic service, and the response demonstrated — if any demonstration was necessary — the readiness of Connecticut newspapers to stand back of state or nation in a matter of constructive patriotism.

The work of the publicity service director began with a brief campaign outlining the purpose and general plan of the census. This was followed with material intended to overcome any suspicion which might exist against the plan and convince the reader that the census was not conscription, not enlistment for military service, but merely an enrollment of every citizen of the state for all branches of work which war would make necessary. General publicity material, all intended to keep up interest in the census, followed. The newspapers were promptly informed of all state headquarters news developments. The final

material sent out was designed to assist in gathering together the loose ends of the work in the various towns and cities.

The newspapers devoted generous amounts of space to putting this material before their readers. The Associated Press and other news organizations carried the important details of the plan to all parts of the country. For those newspapers in the state whose ability to set type was limited by small equipment, stereotype plate matter was sent out through an arrangement with the American Press Association. To each paper of a list of fifty, four columns of this stereotype plate was sent. General census publicity made up its subject matter and the papers, without exception, used it.

During the final weeks of the census work, the publicity bureau answered many inquiries from newspapers outside the state and prepared about fifty articles describing the Connecticut military census for use in papers from Maine to California. Magazines and trade journals showed an interest in the work undertaken by Connecticut, and special writers were sent to Hartford to prepare articles on the military census. Nation-wide interest in the plan in which Connecticut assumed the leadership carried news concerning the progress of the census to readers of papers in all parts of the United States.

Whatever was accomplished by the publicity service in the census work was due entirely to the loyal co-operation of the press of Connecticut.

Respectfully submitted,

AUBREY L. MADDOCK,

Publicity Director.

Hartford, March 30, 1917.

COPY OF LETTER FROM MR. L. G. KIBBE THE TURNER AND SEYMOUR MANUFACTURING COMPANY

Torrington, Conn., March 19, 1917.

Bureau of Military Census,
Connecticut Mutual Building,
36 Pearl Street,
Hartford, Conn.

GENTLEMEN:

Your form No. 11, containing information called for, is returned herewith, duly executed.

In addition to commending you for the excellent work you are doing in compiling statistics as to the availability of Connecticut factories for use in case of need, I respectfully submit for your earnest consideration the suggestion that an industrial reserve be immediately established in this state. In the event of war New England would be called upon to supply a large part of the equipment, munitions, etc., required by the government. Connecticut contains a large number of highly skilled workmen who are particularly qualified by training for making tools, gun parts, and other munitions. In the recent mobilization of the National Guard it was demonstrated that these highly skilled artisans and mechanics responded freely to the call for volunteers, and it is my belief that a declaration of war with a foreign government of the first magnitude would see our factory organizations depleted through the hasty action of the workmen in responding to a call for volunteers. This is the experience that France and England went through in a most costly manner, and it seems to me that the most patriotic thing Connecticut could do at this time would be to conserve for the government use our skilled mechanics and trained organizations.

By permitting the skilled workers to volunteer as soldiers in the army of England, that nation not only suffered tremendous losses through inability to supply necessary equipment,

but incurred great expense in first training these artisan soldiers, and after some had been recalled to the factories there was incurred the additional expense of training substitutes to take their places in the ranks. Unless immediate action is taken to form an industrial reserve, or otherwise conserve our skilled men and organizations, there is no reason to believe that we would not suffer, in the event of war, the same experience as England. More than that it is my opinion that should we face a serious war the non-manufacturing states would supply more soldiers in one month than this country could equip in a year. It may not be as glorious or it may not advertise our patriotism so much to retain our men in factories as to send them to the front, but it should be the duty of everyone interested to do that for the government which will be of the most service, even though we sacrifice an opportunity to accentuate our sentimental patriotism.

The psychology of war calls for some tangible recognition of the patriotism of individuals. That is why men leave their jobs and don uniforms at a time when the greatest service might be rendered by remaining at machines. Therefore, in order to dignify the members of the industrial reserve and to give visible recognition of their patriotism, I would suggest that volunteers sign a regular enlistment form pledging their services to the government in any capacity which the proper officials may designate, and that badges or other insignia be provided for identifying members of the industrial reserve. Under such enlistment it does not at all mean that members are absolved from military duty, but it does mean that they will remain at work until called upon to serve in a different capacity. Such a reserve, would give the government, through its proper departments, an opportunity to select skilled workmen from plants not fitted to manufacture munitions and to mobilize such mechanics in other plants better equipped for such manufacture. After the munitions and equipment factories had been completely organized from members of the industrial reserve any surplus members could be utilized as soldiers, if needed.

It is conceivable that an entire organization consisting of superintendent, foremen and skilled workers could be moved to advantage from a poorly equipped factory to one properly equipped and thereby substantially increase the efficiency of the latter. The experience of the munitions factories in executing orders for foreign governments during the last two and one-half years has shown conclusively that the one thing essential to success is organization. This very experience through which we have passed has served to train thousands of skilled workmen in the state of Connecticut and has developed some splendid organizations, which with but little if any loss of time could be utilized in any factory in the manufacture of parts for the government. To my mind it would be a calamity for the state of Connecticut to lose the potential value of these men and organizations, and I can think of no more patriotic or useful service that Connecticut could render than to hold intact these trained organizations.

In order to prevent the abuse that might arise through the enlistment as mechanics of men not qualified as such, the officers of each factory could be held responsible for the character and qualifications of the men enlisting from their plants; and to hold the units of organization intact the managers, superintendents, and foremen might be made officers of the industrial reserve and have direct supervision over their own men. There is in each county of Connecticut, but one, an employers' association, and almost every manufacturing center has some form of a manufacturer's association or chamber of commerce. It is my belief that these associations would gladly volunteer their services in assisting in the enrollment of qualified workmen.

Unless something is done along the lines suggested it is a safe assumption that a call for volunteers will disrupt every organization in the state of Connecticut, and when the factories are called upon to do their part in supplying equipment and munitions chaotic inefficiency will be the result.

I have talked with the heads of several manufacturing concerns familiar with the making of munitions and parts, and

the proposed organization of an industrial reserve has met with approval from all. I therefor respectfully urge that the subject outlined herein be given your careful consideration, and that if expressions are desired from other manufacturers an early hearing be arranged, to which should be invited the prominent manufacturers of the state.

Very respectfully yours,,

(Signed) L. G. KIBBE,

President.

"HARTFORD PLAN"

As outlined by Robert P. Butler at the mayors' meeting held at the State Capitol, February 9, 1917.

The first problem in preparation for this work is to get the completest list possible of male citizens over sixteen years of age. We determined that the voting list prepared by the registrars of voters, combined with the list of those males liable to pay personal tax, would furnish us the best basis for the work. We obtained this list (and with it all those exempt from personal tax) from the registrars of voters, and proceeded immediately to transcribe that list upon a set of cards. We used white cards to make the alphabetical index of all of these names, in the following manner:

Jones, John J. 21 Main Street

After we had completed all the cards called for on this list we took a buff colored card in order to get a street index for canvassing purposes, to supplement the alphabetical list, for checking purposes. We reversed the white card thus:

21 Main Street Jones, John J.

These lists would obviously include only males over 21 years of age, and probably do not include all of those. Therefore we went to the postmaster and obtained from him his list of all citizens resident in Hartford receiving mail through the United States post office. Reading through this list we took out the names of all males, regardless of age, not already tabu-

lated, and tabulated those on our card index just as the above cards were tabulated. Obviously this would perhaps not include all the males over 16 years of age. Therefore we took the city directory and repeated the process of checking off all males not included in our card index, and wrote down those not so included, making cards for the same. Then we went to our high school and our private schools and obtained their lists of all male students over 16 years of age.

It is our purpose, in order to make sure that no person is omitted, to call for every male between the ages of 16 and 21, whose names might not be included in the above lists, to send their names into headquarters as they are checked off on the card index.

Thus from these several sources we believe we will have the completest possible alphabetical check list and street list of all males in the city of Hartford, from the age of 16 upwards.

Although the minimum age for military service is 18 years we felt that it would be well to be prepared two years in advance with a list of those from 16 to 18, who will comprise the next two available military classes.

After these duplicate lists, one in alphabetical and one in street order, are completed, we propose to begin our canvass; and we determined that a house to house canvass would be the most difficult and the most demanding in point of time. So our problem was to eliminate as much of the street canvassing as possible; reduce it to a minimum. We determined, therefore, to employ a unit system of canvassing first, taking, for instance, the Ætna Life Insurance Company, employing several hundred males. A member of our executive committee will take the forms prepared by the government to the Ætna Life Insurance Company and ask its executive officers to see that every male employee in their service over 16 years of age fills out the blank in full, answering every question. This applies, of course, only to employees residing in the city of Hartford. So with every other insurance company; every

bank, every factory, every department store, the trolley company, the gas light company, the electric light company, the fire and police departments and so on. In the factories we are assured of the cooperation of the manufacturers. We expect to send out to each of these units, through a member or members of our executive committee, the proper number of forms; the factory will be divided into departments, so that each foreman will be responsible for the complete and accurate tabulation of his department.

As these unit canvasses are made before the street canvass begins, these completed forms will comprise a census, and they will be brought into headquarters and arranged alphabetically; the names will be read off alphabetically; and as the card corresponding to each name is reached in the alphabetical card index, it will be removed from that original alphabetical card index and placed in an index marked "complete." So that gradually our original alphabetical index will be checked off and weeded out, leaving only a residuum not covered by the unit system of canvassing.

In addition to this, the newspapers will be asked to print this form, comprising all the questions to be answered; these papers will go to private homes, and citizens will be asked to fill them out completely and send them along to headquarters, where these also will be checked upon our alphabetical card index, and the corresponding cards will be weeded out, if they have not already been weeded out in the unit system canvass.

Thus we feel that a large percentage of our canvassing work will be done before the street canvass begins.

When we take up the street canvass we expect to rely upon intelligent volunteer service, having as its basis the town and ward organizations of both political parties, with their experience in canvassing, especially in the case of the ward committees, which have an intimate knowledge of the male residents of the ward. These organizations working together will be supplemented by other volunteer workers, and every person whose name appears in the card index will thus be canvassed.

In the meantime, this house to house canvass, and the canvass by means of the newspaper publicity, will probably bring names not already included in our card index system. Thus we have a double check; the card index originally, by checking off the citizens as their forms are completed, and the general canvass forms spread broadcast and checked off against our card index; the one supplementing the other. And when our card index shows that the canvass is completed and every card is checked off then the forms will be sent to state headquarters and there properly tabulated.